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# NOTES ON INTERIOR ECONOMY

OF A

## FIELD ARTILLERY BRIGADE

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By  
AN OFFICER  
OF THE  
CANADIAN FIELD ARTILLERY  
C.E.F.

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OTTAWA  
JAMES HOPE & SONS, LIMITED, PRINTERS  
1918

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NOTES ON INTERIOR ECONOMY OF A FIELD  
ARTILLERY BRIGADE.

The object of these notes is to provide officers who have lately joined the service with information from which they can form a fair idea as to how an artillery brigade and battery are administered. Previous to the outbreak of the War, an officer, from the time he joined his unit, had an opportunity of picking up this information by observation, but under present conditions, that is, where junior officers join training-schools or depots, that opportunity does not exist to the same extent.

The only printed matter on this subject at present available is "Standing Orders of a Brigade of Mounted Artillery," to which reference is made from time to time, but these orders are somewhat too brief for the purpose which it is hoped these notes will fill.

It must be clearly understood that the methods outlined are not to be regarded as the only way. No doubt, there are a number of alternative schemes, equally good, as customs and arrangements of interior organization vary from Brigade to Brigade. But it is to be hoped that those outlined represent the most general practice.

Junior officers are often inclined to overlook the importance of having an accurate knowledge of the interior economy of their unit, and its great importance cannot be too strongly impressed on them. Most new batteries at present have only one or two N.C.O.'s who have had more than a few months' experience, and a section commander will not be able to train his N.C.O.'s unless he himself has an intimate knowledge of their duties.

Under the conditions of the present "position warfare" in France the usual routine is somewhat changed. Such modifications, however, are not dealt with herein.

1. The establishment of a Brigade is at present (Canadian establishment, which includes a Captain and two rank and file more than laid down in Army Orders):

	Personnel	Horses
Headquarters (including attached) -----	44	32
Three Batteries—18 pr. (including attached)-----	143	131
One Battery—4.5 in. Howitzer (including attached)	145	131
Total -----	618	556

2. The composition of the Brigade Headquarters is given in detail in "War Establishments, New Armies," and the Amendments to the same.

3. *The Brigade Commanders—*

See K. R. and O., Para. 98 to 108 inclusive.

4. *The Adjutant:—*

(See "Duties of Adjutants" by Brigadier-General A. W. Taylor).

(1). During training, the Adjutant should watch the training of the Brigade and report to the Commanding Officer.

(2). He deals with matters regarding discipline. (Responsible for the accuracy of Guard Reports, Minor Offences Reports, etc.)

(3). He prepares Part I, orders, and issues any standing orders necessary.

(4). He is responsible for the accuracy of Part II. orders.

(5). He attends to all matters regarding personnel, transfer, appointments and promotions.

(6). He must occasionally inspect the Brigade Guard, sentries, and picquets, and if he finds that the same have not been sufficiently instructed in their duties, he should call the Brigade Orderly Officer to account.

(7). On Brigade parades he posts the markers, collects the reports from the battery commanders, and reports the Brigade to the Commanding Officer.

(8). He is responsible for the work of the Brigade staff. During mobilization and training, there is so much office work that the Orderly Officer and Regimental Sergeant-Major are usually detailed to take over the supervision of a part of it. But, notwithstanding this, the Adjutant is responsible for the accuracy of all regimental records and returns.

(9). He issues all passes, subject to regulations approved by the Commanding Officer, to persons trading within the Brigade lines, and specifies as to what hour and at what place these persons shall trade.

5. *The Orderly Officer:—*

(1). He is sometimes detailed to act as Officer Commanding the Brigade Headquarters Staff.

(2). Acts as the Brigade Signalling Officer. On service he is usually responsible for the maintenance of communication between the Brigade Office and the batteries.

(3). He is sometimes detailed to attend to general matters of equipment and remounts for the Brigade. But he should not do anything regarding equipment that is properly the work of the batteries.

(4). He looks after the equipment and rations for the Brigade Headquarters sub-staff.

#### 6. *The Brigade Medical Officer.*

(1). In addition to his professional duties, the Medical Officer should submit a written report to the Adjutant every Monday morning, showing the number of N.C.O.'s and men from each battery for every day of the past week, who were on sick parade, also the number for whom he ordered "Light Duty" or "No Duty."

(2). If it is found, as is often the case, that there is a big percentage of sick through the week and a much smaller one on Saturday and Sunday, steps can be taken to rectify matters.

(3). The Medical Officer is also responsible for the sanitation of the camp. He is in charge of the squad of sanitary policemen, which is made up of one or two men from each battery.

(4). The Medical Officer calls the attention of the Battery Commander to any sanitary matter requiring attention, and if this same is not attended to promptly, reports to the Adjutant.

(5). The Medical Officer is also in charge of the A.M.C. detachments for water duties.

#### 7. *The Brigade Paymaster:*

(Not on establishment of Brigade of Field Artillery, New Armies)

(1). Prepares the necessary acquittance rolls and pays the N.C.O.'s and men. He is allowed under certain circumstances to cash cheques for officers.

(2). Sees that all entries are properly made in the pay-books.

(3). Assists the Adjutant by keeping the nominal roll of the Brigade up to date; and by preparing for and taking charge of all muster parades.

(4). He should not be permitted to hold pay parades during training hours.

8. *The Regimental Sergeant Major*, is usually a first-class warrant officer and is the assistant to the Orderly Officer and the Adjutant.

(1). He is in charge of the Brigade Headquarters staff stables.

(2). He is responsible for the turnout and equipment of the Brigade Headquarters sub-staff, and that they carry out all orders affecting them.

(3). He is responsible for the condition of the lines and quarters of the Brigade Headquarters sub-staff, which he should inspect at least once daily.

(4). He is responsible that the Brigade Headquarters sub-staff is instructed in the use of the telephone wagon.

(5). He signs all passes for the Brigade Headquarters sub-staff before presenting them to the Orderly Officer for approval.

(6). He checks over the guard report and places it before the Adjutant before laying it on the Commanding Officer's table for office hour.

(7). He attends the Commanding Officer's office hour and marches in the prisoners, escort and evidence; first seeing that the guard report and regimental conduct sheets of the offenders are laid on the Commanding Officer's table.

(8). He checks over the Battery Minor Offence Reports and Absentee Reports each day, and notes whether or not all absentees have been properly "weighed off." He reports any irregularity in either of these to the Adjutant.

(9). He details all regimental duties.

(10). He parades the Brigade Guard and any Brigade Picquets, and satisfies himself that they are all correct and understand their duties before he turns them over to the Brigade Orderly Officer.

(11). He is in charge of all regimental police.

(12). He is responsible that suitable order boards (with duties detailed thereon) are provided for the guard, sentries Headquarters

staff picquet, and any regimental orderlies. These boards must be signed by the Adjutant.

(13). He is responsible for the committal and release of all soldiers under sentence from the guard detention room.

(14). He must keep a nominal roll of all N.C.O.'s in the Brigade, with a statement of their qualifications, and particulars from attestation papers.

(15). He will inspect the Brigade Orderly Sergeant's book daily.

### BRIGADE DUTIES.

#### 9. *The Brigade Orderly Officer.*

(1). An officer is detailed daily in Brigade Orders for this duty. For special reasons captains may be detailed. His duties begin at Reveille.

(2). He must not leave the Brigade lines, and should keep in touch with Brigade Office.

(3). In the absence of the Adjutant and Orderly Officer, he is the Acting Adjutant, and he must be prepared to issue any necessary instructions in his behalf.

(4). He may be required to attend the Commanding Officer's office hour and to enter the awards on the Guard Report and Regimental Conduct Sheets.

(5). He should attend all Brigade parades, but where the orderly officer's duties are very heavy, as in a unit just mobilizing, he does not fall in with his own unit, and breaks off as soon as the parade is marched off.

(6). He should inspect once daily the following: the cook houses, the canteen, the stables, the entire area allotted to the Brigade, the latrines, the wash houses, the tent lines or hutments, and report anything unsatisfactory to the Adjutant in his written report.

(7). He is accompanied on his rounds of inspection by the Brigade Orderly Sergeant.

(8). When training a new unit, the Brigade Commander generally inspects once each day the following, and the Brigade Orderly Officer should accompany him on his rounds.

1. The Batteries and Ammunition Column at training.
2. The lines of the Brigade.
3. The Battery, Ammunition Column and Headquarters Substaff stables.
4. The cook houses.

(9). He parades and marches off the Brigade Guard, visits and inspects it once by day and once by night under arrangements approved by the Commanding Officer.

(10). He visits during the daytime the men confined in the Guard Room and investigates any complaints.

(11). He inspects and marches off all Brigade Picquets.

(12). He visits the stable picquets once after "Lights Out," and sees that they know their duties. (In order to prevent stable picquets sleeping at their posts, he may be detailed by the Adjutant to visit the stable picquets at any hour of the night before Reveille).

(13). He will see that all lights are promptly extinguished at "Lights Out," and if in hutments, that they are not lit again if the windows are screened.

(14). He inspects the Absentee Reports, which should be collected by the Brigade Orderly Sergeant, and sees that they are handed over to the N.C.O. of the guard.

(15). Before 9.00 a.m. the following day he hands in to the Adjutant a written report on his tour of duty.

#### 10. *The Brigade Orderly Sergeant.*

(1). The Brigade Orderly Sergeant is detailed, in order of seniority, from each battery and the Brigade Ammunition Column in turn.

(2). While on duty as Brigade Orderly Sergeant, he has no battery duties.

(3). He is detailed and warned by the Regimental Sergeant Major for a whole week, or such portion thereof as laid down in Brigade Orders. His tour of duty is from Reveille till Reveille.

(4). He must not leave the Brigade lines once his tour of duty has commenced, except under very exceptional circumstances, in which case he must get a written statement from the Brigade Sergeant Major

approving the same and stating that he himself will be in the lines and will take over the duties. This must be approved by the Adjutant.

(5). He will march the prisoners and men confined in the guard room to the hospital or medical tent for the sick parades each morning. The "Waiting Guard," properly armed, will accompany as escort.

(6). On arriving at the hospital or medical tent, he will take charge of the entire sick parade. He will send the battery parades in to the Medical Officer in turn, beginning with the duty unit. After the sick from each unit have been examined, he will see that their battery marches them away.

(7). He will accompany the Brigade Orderly Officer on all his rounds of inspection. The hour for the Brigade Orderly Officer's early morning round should be set so as not to conflict with the sick parade.

(8). The battery orderlies of each unit will deliver to him at a fixed hour each day, (generally before 9.00 a.m.), all passes from their unit for the Commanding Officer's approval.

(9). He will make a list of these passes in his Orderly Sergeant's book after they have been signed by the Orderly Officer.

(10). If the prisoners, or men confined in the guard room of any unit have not been provided by their own unit with their cleaning materials by breakfast time, so as to make them fit to appear at orderly room, or with their blankets before "First Post," the Brigade Orderly Sergeant will notify the Battery Sergeant Major of the unit concerned and will report to the Brigade Sergeant Major.

(11). The Battery orderlies of each battery will provide him each day with a list of names of defaulters from the unit after their battery office hour. He will enter up these names of defaulters in a book kept in the guard room and set aside for that purpose. He must enter the number and rank of the offender and the number of days confinement awarded.

(12). He will inspect the battery orderlies' books of each unit once each day as to the number of men undergoing punishment and awarded confinement to barracks, and will check up the same with the defaulters' book kept in the guard room. If he finds anything irregular in this connection, he should report promptly to the Brigade Sergeant Major.

(13). He will post the N.C.O. for canteen duty in the Wet

Canteen as soon as it opens, and will get his report as soon as the canteen closes.

(14). He will be present when all Brigade Picquets parade, and will note down in his book the name of the N.C.O. in charge.

(15). He will be present at guard mounting and will note in his Orderly Sergeants' book the name of the N.C.O. of the guard.

(16). Except where otherwise laid down in Brigade Orders, he will drill all punishment parades that are ordered for after the evening meal. (If punishment drills between the evening meal and retreat are frequent, the acting Provost Sergeant would not be able to get out of camp in the evenings at all, so this duty is frequently turned over to the Brigade Orderly Sergeant).

(17). The Battery Orderlies of each unit will hand over to him immediately after tattoo roll is called, the absentee reports of their units. He will shew these to the Brigade Orderly Officer for his inspection and then place them with the N.C.O. of the guard.

(18). He will assist the Brigade Orderly Officer in seeing that all lights are extinguished at the proper time.

(19). He will keep up the Brigade Orderly Sergeant's book, which he will take over from the sergeant he relieves and hand over to his relief. If this book is not in shape when he takes it over he will report to the Regimental Sergeant Major.

(20). He will see that there is entered in his Orderly Sergeant's book a complete list in detail of all his routine duties, and that this list is kept amended in accordance with Brigade Orders. This list shall state the hour at which the duty is to be performed and the nature of the duty.

(21). At the close of his tour of duty he will report to the Brigade Sergeant Major.

(22). He will report promptly any irregularities or neglect of any N.C.O. on duty which he may observe, to the R.S.M.

(23). He must hand over his duties to the sergeant who is relieving him in the presence of the Regimental Sergeant Major.

(24). He parades all regimental fatigue parties.

11. *Provost Sergeant.* There is no provision for this appointment in the establishments of the Canadian Field Artillery Brigades, but it has been found by some brigades during training that it is very

desirable for a N.C.O. to take charge of the prisoners in detention and supervise their work. Accordingly a suitable gunner or driver is appointed Acting Provost Sergeant and carries out the following duties.

(1). He supervises the exercise and work of the men in detention, using them particularly to keep the roads in and around the Brigade lines properly cleaned. He may use them for any other duty as ordered by the Brigade Sergeant Major.

(2). He is responsible for all tools, such as brushes, rakes, and barrows which are used by the prisoners, and will see that these are all gathered up and taken in as soon as the morning's or afternoon's work is completed.

(3). The hours which he shall work all prisoners in detention are laid down in Brigade Orders, generally from half an hour after Reveille till Retreat, allowing one hour off for each meal.

(4). Work by prisoners in detention after evening meal, is usually limited to doing punishment drill with the defaulters under the Brigade Orderly Sergeant.

(5). He shall work the prisoners on Saturdays as on week days, but not more than half a day on Sundays.

(6). He is responsible that men in detention do not get tobacco or intoxicants of any sort.

(7). Except in severe weather, he will see that prisoners in detention for less than seven days have as bedding only their great coats and one blanket, and that those awarded more than seven days are deprived of their bedding every third night.

(8). In the case of violence he will place the offender in irons at once and report to the Regimental Sergeant Major, who will decide how long the offender will be thus confined.

(9). He will see that men in detention are not allowed to communicate with anyone except the N.C.O. of the guard.

(10). The Battery shall detail defaulters or a fatigue to bring over from the cook house the meals for the prisoners in detention (in addition to the meals of the guard), and the provost sergeant will be held responsible that not more than the regular ration for men in detention shall be received by them.

12. *N.C.O. on Canteen Duty.*

(1). The duty unit supplies each day an N.C.O. for duty at the Wet Canteen. (Corporals and bombardiers in turn).

(2). As the Wet Canteen is generally only permitted to be open, (except on Saturdays and Sundays) from 12.15 p.m. till 1.30 p.m., and from 5.00 p.m. till 8.00 p.m., he is not allowed off any battery duties until noon, and he must attend the afternoon training parades.

(3). The battery orderly of his own unit is responsible that dinner and tea be sent to the N.C.O. on canteen duty.

(4). He must provide himself with a list of defaulters from the Brigade Orderly Sergeant, and if he is not able to identify all of them he must attend the first defaulters' parade of the day.

(5). Should a defaulter enter the wet canteen outside of the hours in which he is permitted to do so (generally from 7.00 p.m. till 8.00 p.m.) he will order him out and report him to the Brigade Orderly Sergeant, who will lay the necessary charge.

(6). He is held responsible that there are not intoxicated men in the wet canteen, and that no irregularity takes place therein. If he sees a man getting drunk, he will order him out and instruct the canteen steward to serve him with no more drinks.

(7). At the hour for the wet canteen to close he will order all persons out of the canteen. He will take the names of those who do not go out promptly and hand in the same to the Orderly Sergeant.

(8). As soon as the canteen is closed in the evening he will report as to his tour of duty to the Brigade Orderly Sergeant.

13. *The Sanitary Squad* (Mentioned in Section 7, page 8).

(1). This squad may consist of one or two men from each battery, called Sanitary Police.

(2). It is under the orders of the Brigade Medical Officer. Its chief duty is to assist him in the supervision of sanitary matters of the Brigade.

(3). There is a tendency to regard the sanitary squad as a fatigue gang, but the medical officers do not approve of this view. Men of ordinary intelligence should be selected for the work, but this will not be the case if it is regarded as a fatigue.

(4). It may be desirable to give some of the sanitary policeman acting rank, say acting bombardiers or acting corporals. Their

sanitary duties should not occupy nearly the whole day; accordingly they may be used for the rest of the day by their own Battery Commander. Several batteries have used them to assist the Q.M.S. in checking forage, checking rations, taking charge of fatigues for cleaning up the lines, handling stores, etc.

(5). The number of hours, and what hours per day which the sanitary squad shall give to sanitary matters, should be determined by the Medical Officer.

#### 14. *Battery Personnel.*

The personnel of a battery is made up about as follows:

Battery Commander -----	1
Captain -----	1
Section Commanders -----	3
Battery Sergeant Major -----	1
Battery Quartermaster Sergeant -----	1
Farrier Sergeant -----	1
Shoeing Smiths (includes one corporal)-----	3
Saddlers -----	2
Fitters and Wheelers -----	2
Batmen and Grooms -----	10
Spare Sergeant -----	1
Duty Sergeants (Numbers 1) -----	4
Duty Corporals -----	4
<i>Gunners—</i> -----	34
Eight per subsection, gun numbers -----	32
Battery Staff -----	17
Battery Orderly (Bombardier) -----	1
Office Orderly -----	1
Cooks and Helpers -----	4
Assistant to Q.M.S. -----	1
Sanitary Policeman -----	1
Spare Gunners -----	4
<i>Drivers—</i> -----	61
Gun teams -----	12
Wagon teams -----	24
For 12 spare horses -----	6
Cook Cart (Officers' Mess) -----	1
Water Tank -----	1
Spare (may be detailed as trumpeters)-----	2
-----	46
Total strength-----	141
Drivers attached from A. S. C.-----	2
-----	143

15. The Battery staff is made up as follows:

Mounted Orderlies and horse holders -----	3
Signallers -----	7
Lookout Men -----	2
Range Takers -----	2
Patrols -----	3

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16. An alternative arrangement for the battery staff is as follows:—

Horse Holders -----	4
Signallers -----	4
Look-out man -----	1
Range Taker -----	1
Patrols -----	3
Director man -----	1
Mounted Orderly -----	1
Mounted Orderlies at first line wagons.-----	2

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17. The battery staff should be all trained signallers. In addition to the battery staff, six other men must be trained signallers, making the total number of twenty-three signallers per battery.

18. The two spare drivers are usually detailed as trumpeters, as these are not allowed by establishment.

19. The horses of the battery are divided as follows:

*Riding—*

Battery Commander -----	2
Captain -----	2
Section Commanders -----	6
Battery Sergeant Major -----	1
Quartermaster Sergeant -----	1
Orderly Sergeant -----	1
Duty Sergeants -----	4
Corporal Shoeing Smith -----	1
Farrier Sergeant -----	1
Duty Corporals -----	4

*Battery Staff—*

Mounted Orderlies -----	3
-------------------------	---

Signallers -----	7
Lookout men -----	2
Range takers -----	2
Patrols -----	3
Spare Drivers (Trumpeters) -----	2
Spare -----	2

---

 44
*Draft Horses—*

Gun teams -----	24
Wagon teams -----	48
Cook cart -----	1
Water tank -----	2
Spare -----	8

---

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20. On the strength there are twelve horses shown as spare, four riding and eight draft, but if two spare drivers are to be mounted as trumpeters, there will only be ten spare horses to be handled by six spare drivers.

21. The vehicles on charge to a battery are as follows:

Carriages, gun with limber -----	4
Wagons, ammunition with limbers -----	8
Carts, cook -----	1
Carts, water tank -----	1
Bicycle -----	1

In addition there are two G.S. waggons, one for supplies, and one for baggage, which move with the Divisional Train. They are driven by A. S. C. drivers, but two men from the battery are detailed to ride on them, one on each. The stores that are carried in these two waggons are found on pages 52, 53 and 54 of the Field Service Manual. Not more than one man from the battery should be allowed to ride on each of these waggons.

22. 81 all ranks, including the drivers, are mounted on horses.

- 2 ride on the trains transport.
- 5 officers' grooms for whom their officers arrange.
- 53 must then ride on the limbers and wagons.

---

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which means with a battery right up to strength, thirteen men must

ride on the limbers and waggons per sub-section. The gun detachments take their places as laid down in the gun drill and the remainder are distributed as much as possible on the two waggon bodies.

23. Places on the limbers and waggons should be allocated to the five extra men per sub-section (13 less 8) who must ride on them so that they will always know where to put their coats and blankets at once. Gunners, except limber gunners, must not be allowed to remove straps from the limbers or waggons as they get lost or are used for other purposes.

24. The entire personnel of a battery is allocated to one or other of the four subsections. The officers themselves are not posted to subsections, but their horses are and for that reason their names are added to the subsection roll. The same is true of the B.S.M., Q.M.S., Farrier Sergeant and Orderly Sergeant. (See Field Service Manual, page 14).

25. *Distribution by Sub-Sections.*

A purely arbitrary distribution of the battery by subsections is as follows:

	A	B	C	D
Battery Commander -----	1	—	—	—
Captain -----	—	—	1	—
Lieutenants -----	—	1	1	1
Battery Sergeant Major -----	1	—	—	—
<hr/>				
Total Officers and W. O. -----	2	1	2	1
<i>Employed—</i>				
Quartermaster Sergeant -----	—	—	—	1
Farrier Sergeant -----	—	1	—	—
Spare Sergeant -----	1	—	—	—
Corporal Shoeing Smith -----	—	—	1	—
Shoeing Smiths -----	1	—	—	1
Saddlers -----	—	1	—	1
Fitters or Wheelers -----	1	—	—	1
Sanitary Policeman -----	1	—	—	—
Bomb. Cook (if given rank) -----	1	—	—	—
Cooks and Helpers -----	—	1	1	1
Office Orderly -----	—	1	—	—
Assistant to Q.M.S. -----	—	—	1	—
Batmen and Grooms -----	2	2	4	2
<hr/>				
Total employed -----	7	6	7	7
Total per Section -----		13		14

<i>Duty—</i>	A	B	C	D
Sergeants, Numbers One -----	1	1	1	1
Corporals -----	1	1	1	1
Corporals, Battery Staff -----	—	—	—	1
Bombardiers, Battery Staff -----	1	1	1	—
Bombardiers, drivers -----	1	1	1	1
Bombardiers, gunners -----	1	—	—	1
Gunners, gun detachments -----	7	8	8	7
Gunners, Battery staff -----	3	3	3	1
Spare gunners -----	2	1	1	1
Drivers for vehicles -----	9	8	8	9
Drivers for spare horses -----	1	2	1	2
Spare drivers (trumpeters) -----	1	—	1	—
<b>Total -----</b>	<b>28</b>	<b>26</b>	<b>26</b>	<b>28</b>
<b>Total per Section -----</b>	<b>54</b>		<b>54</b>	

The distribution of stripes in the above table has been made purely for purposes of illustration.

## HORSES.

<i>Riding Horses—</i>	A	B	C	D
Battery Commander -----	2	—	—	—
Captain -----	—	—	2	—
Subalterns -----	—	2	2	2
Battery Sergeant Major -----	1	—	—	—
Battery Q. M. S. -----	—	—	—	1
Orderly Sergeant -----	1	—	—	—
Sergeants -----	1	1	1	1
Farrier Sergeant -----	—	1	—	—
Corporal Shoeing Smith -----	—	—	1	—
Corporals -----	1	1	1	1
Corporal, Battery Staff -----	—	—	—	1
Battery Staff -----	4	4	4	4
Spare Drivers (Trumpeters) -----	1	—	1	—
Spare riding horses—partly equipped -----	—	1	—	1
<b>Total -----</b>	<b>11</b>	<b>10</b>	<b>12</b>	<b>11</b>
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>

*Draft Horses—*

For vehicles -----	20	18	18	19
Spare Draft—fully equipped -----	1	1	1	1
Spare Draft—partly equipped -----	1	1	1	1
Total -----	22	20	20	21
Total, draft and riding -----	33	30	32	32

Note.—The Field Service Manual shows both cook cart and water cart attached to A. Subsection, but shows one of their drivers attached to D. Subsection. So that it will be necessary to attach the cook cart to D. Subsection.

27. The spare Sergeant (additional to the four Numbers 1), on the battery establishment is generally employed as N.C.O. in charge of the battery staff. On account of the increased importance of telephonic communication, some Battery Commanders treat the battery staff as practically a separate section.

28. Other batteries have detailed their spare sergeant to act as assistant to the Battery Q. M. S. This is a very useful arrangement where the guns are separated from the waggons for long periods, as under these circumstances the spare sergeant assists the Q. M. S. in running the waggon lines.

29. *The Duties of a Battery Commander.* (See K. R. and O., Para. 111-114).

(1). He is responsible to the Brigade Commander for the training and efficiency of his battery, this to include N.C.O.'s and men, equipment and horses.

(2). He is responsible to the Brigade Commander for the state of discipline in his battery.

(3). That any orders issued by the Brigade Commander with respect to his battery are complied with. These orders may come from the Brigade Commander himself or from his adjutant or orderly officer. Or in case of a regimental duty the Brigade Sergeant Major may issue the orders directly to the Battery Sergeant Major, but the Battery Commander is responsible that this duty is carried out as ordered.

(4). He will direct the preparation of his battery orders and will sign the copy of the same in the order book. These orders should be read to the men daily, especially when on active service.

(5). He will weigh off all prisoners at the battery office hour daily, except Sundays and other days specially mentioned in K.R. & O.

(6). Except when on active service he is held responsible personally for the safe keeping of all equipment on battery charge, and unless all of it can be satisfactorily accounted for at the yearly inspection, he is liable to be called on to pay for it.

(7). He will address all correspondence for the Brigade Commander to the Adjutant.

(8). He will sign all passes for his battery and deal with these as may be directed by Brigade Orders.

(9). He personally inspects the hutments or tents, the cook house, the stables, and horses of his battery once each day (usually during noon stables); and at least once each week the guns and waggons, stores, stables, horses, harness, barracks rooms or lines, cook houses, and latrines. This inspection usually take place on Saturday morning during noon stables.

(10). He should check over once each month the gun stores and technical equipment of his battery.

(11). He should request the Brigade Commander to appoint a board of officers to enquire into and report upon the loss or damage to all equipment or horses, except those of a minor nature.

(12). His powers of punishments are laid down in K.R. & O., Para. 501, but those may be limited by the Commanding Officer. When training for active service it is not usual to allow the Battery Commanders to deal with cases of absence without leave or leaving or sleeping at a post or duty. His powers of punishment till he gets to France are not sufficient to deal adequately with these cases.

(13). He must allow no money transaction between his officers and the N.C.O.'s and men. It is quite a common occurrence for N.C.O.'s and men to borrow money from their officers, and this should not be allowed.

(14). He is responsible that sections 4 to 44 inclusive of the Army Act is ready to the battery once every three months. (K. R. & O. Para 461).

30. *The Duties of the Captain.*

(1). He must make himself thoroughly familiar with the details

of the battery work, so that in the absence of the Battery Commander he will be able to take his place.

(2). He is responsible to the battery commander that the battery parades are carried out as ordered.

(3). While the battery commander is responsible for the battery stores, he generally delegates the duty of supervision of the stores and the work of the Q. M. S. to the Captain.

(4). The Captain looks after the supply of clothing and equipment for the battery.

(5). Directs making out the ration and forage indent and signs same.

(6). Responsible for the stores book and messing book.

(7). Responsible to the Battery Commander for the stable management and the condition of the horses.

(8). Before turning a battery parade over to his Battery Commander, he will dress the battery and satisfy himself that the battery is all correct.

(9). He is responsible that the lines of the battery, less those portions which can be definitely allocated to one or other of the sections, are kept clean and in order by the Battery Quartermaster Sergeant.

(10). He is responsible for the messing of the battery.

### 31. *The Duties of a Section Commander.*

(1). He must have a thorough knowledge of the men and horses of his section.

(2). He should inspect the roll books of his Numbers 1 at frequent intervals and see that these are kept up-to-date.

(3). He must keep a roll book of his section himself and keep it up-to-date. (Cavalry Troop Roll Book published by Gale & Polden, price 1/6, is the best).

(4). He is responsible for the instruction of the N.C.O.'s and men of his section in their duties, and with the Battery Commander's approval he should hold classes for his N.C.O.'s one or two nights a week.

(5). He is responsible to the Captain that his section carries out all orders affecting it at the hour stated.

(6). He is responsible that when a parade is ordered, his section is on parade properly dressed with equipment and saddlery in good order and the horses properly groomed.

(7) That the stable routine in his section is carried on in accordance with the Captain's instructions.

(8). He is responsible for the cleanliness of the barrack rooms, wash rooms, latrines, tent lines or hutments of his section. He should inspect these daily.

(9). He will see that the Numbers 1 make their written weekly reports which will be handed in to him every Monday morning for the week previous.

(10). He will see that the Numbers 1 keep the shoeing lists of their subsections up to date and that these are available for inspection at any time.

(11). He will inspect all horses shod the previous day.

(12). He will examine the forage for his section, both as to quality and quantity each day and report any shortage to the Captain.

(13). He will hold kit inspections of his section at such times as ordered by the Battery Commander.

(14). He will always investigate any reasonable complaint or grievance of any N.C.O. or man in his section. But he should not allow N.C.O.'s or men to stop him and make complaints, etc., but should have these men paraded before him by the Number 1 of his subsection just after the turnout of noon stables, or other convenience hour.

(15). The Battery Commander will generally allow him power to award punishments for minor offences such as being dirty on parade, etc. These punishments generally are limited to stoppage of pass and fatigues.

(16). He will sign all passes for the men of his section. If there is any reason why a man should not have to pass, the Number 1 of the subsection should refuse to endorse the pass. Section Commanders should not have to find out whether such and such a man has been a defaulter recently before they sign the passes.

(17) He does duty as Battery Orderly Officer and Brigade Orderly Officer when so detailed in orders.

(18). He will enter on the battery conduct sheets daily any award for any men of his section.

32. *Duties of the Battery Sergeant Major.*

(1). He is the senior N.C.O. of the battery and is generally a second class warrant officer. He must insist that at all times he is treated with respect by the other N.C.O.'s and men. An N.C.O. or man speaking to him should stand at attention and address him as "Sir," but should not salute him.

(2). He must pay particular attention to the discipline of the other N.C.O.'s and men, reporting or checking up at once any laxity that he may notice.

(3). He will be particularly careful never to interfere with a section when an officer is present with it. If he wishes a detail from a section while an officer is in charge of it, he will first report to the officer and get his permission before calling for the detail. Even when an N.C.O. is in charge of a section, the Battery Sergeant Major should notify him before taking away any men.

(4). He is responsible for the safe keeping of all battery books other than those dealing with stores, etc., and he personally takes charge of the battery conduct sheets which he keeps under lock and key.

(5). He keeps the roster of all N.C.O.'s and men for guard, picquet, and other duties, and notifies the battery orderly of the men for these duties. The battery orderly warns the men detailed and also the Numbers 1 of their subsections.

(6). In the case of a detail asked for by the Brigade Sergeant Major, he will from his roster detail the N.C.O.'s and men required, and if required to do so, will report the same to his Battery Commander.

(7). He is responsible that the Battery Orderly warns prisoners, witnesses and escorts for Battery Office and also for Brigade Office.

(8). He is responsible for the work of the Battery Orderly Sergeant (if any) and the Battery Orderly, whom he must keep under his supervision.

(9). The Battery Orderly gives him all passes for approval, and after taking out those which should not be granted (men who have

lately been confined to barracks, etc.), he signs them on the back and lays them before the respective section commanders. The Battery Sergeant Major is responsible that N.C.O. or man get a pass who is not entitled to it, and he should report the Numbers 1 who endorse passes for men who are not entitled to them.

(10). He marches the prisoners, witnesses and escort into the battery office when ordered, and is responsible that all documents relating to the case are ready for the battery commander.

(11). He will parade witnesses, prisoners and escort to the Brigade Office at the hour named, and will have with him the necessary documents. He will turn the party over to the Brigade Sergeant Major and the documents to his Battery Commander, who will be present at the Commanding Officer's office.

(12). He attends all parades, but at stables when permitted to break off, may perform other duties during that time. When only one officer is on stable parade he will assist him in carrying out stable duties. But during noon stables he will generally accompany the Battery Commander in making his tour of inspection. He generally accompanies the Battery Commander on all rounds of inspection.

(13). He supervises the falling in and dressing of squad parade before it is taken over by an officer, and as soon as ordered to do so by the officer on parade, he will detail the squad parade for duties.

(14). On mounted parade while the Captain is dressing the gun teams, the Battery Sergeant Major dresses the waggon teams.

(15). Subject to the approval of the Battery Commander, he will decide upon the most suitable manner under the existing circumstances for all N.C.O.'s and men of the battery to put up their bedding and kits, so that a uniform method shall prevail throughout the whole battery.

(16). He will see that the battery guard (if any) and the stable picquets are provided with suitable order as to their duties.

(17). He will see that a suitable order board is provided and set up in a suitable place and that a copy of the battery orders and his own detail for duties are posted up on it in plenty of time for all ranks to make themselves acquainted with them.

(18). He is responsible that the battery gun park is properly staked out, and that after every mounted parade the guns and waggons are properly dressed.

33. *The Duties of the Battery Quartermaster Sergeant.*

(1). He keeps charge of all battery stores and equipment and clothing, and is responsible to the Captain for the safe keeping of the same.

(2). He checks all equipment, rations and forage, as soon as it is received. He will usually be detailed a clerk to assist him.

(3). He will issue no material out of stores without getting a receipt for same.

(4). The Captain should not allow him to keep on hand unnecessarily large amounts of clothing or equipment. The same should be returned to ordnance. If this is not done the quartermaster's stores become entirely too crowded with unnecessary material. Even during training the quartermaster's stores should be such that everything could be packed up to move on twenty-four hours' notice.

(5). He must not allow N.C.O.'s or men in the stores except on duty.

(6). He is responsible that no N.C.O. or man gets a double issue of clothing, blankets, or other equipment without special orders.

(7). When issuing kit he will have the same properly marked with the man's number.

(8). He will frequently go around the lines and check up the number of blankets, ground sheets, and other camp or barrack equipment.

(9). He assists the Captain in preparing ration and forage indents and keeping the stores and equipment ledgers and messing books.

(10). He must keep track of the Routine Order number of all authorization of new issues or changes of existing issues.

(11). He must make himself familiar with the location of the Ordnance and Army Service Corps Depots, the Ordnance repair and work shops.

(12). He is responsible for the employment of all artificers and that they keep their workshops clean and in order.

(13). He is responsible for the battery cookhouse; that it is kept clean and that the gun park, area around the stores, and cook house are kept clean

(14). He will make arrangements with the Battery Sergeant Major for the necessary defaulters or fatigues to clean these up. It is not expected that the Battery Quartermaster Sergeant will stand around and supervise any of these cleaning operations, but he should inspect the lines first thing in the morning with the sanitary policeman. Then again before the Battery Commanding Officer's inspection to see that the work is carried out. It has been found useful to make the sanitary policeman an acting corporal, as he must have some authority to carry out his duties properly. The sanitary policeman takes charge of the defaulters and fatigues for cleaning the lines, latrines, (except where these can be allocated to one or other of the sections).

(15). He will attend all parades unless otherwise ordered. After mounted parades he will receive reports from each Number One if any equipment was lost or broken on that parade.

(16). He will accompany the Battery Commander when he is inspecting the lines, cook houses, stores and equipment.

(17). He will receive into stores the kits of all men going on pass, going absent without leave, into hospital or in detention, and will sign a receipt for same.

(18). When the forage is drawn after being checked over, it is turned over for safe keeping to the stable orderly or picquet. The stable orderly will issue out the forage to the Numbers One.

(19). He will keep a record showing the registered number of all guns, limbers, waggons, dial sights, telescopic sights, sight clinos, field clinos, directors, range finders, binoculars, revolvers, and other technical stores. This record will show to what subsection or non-commissioned officer these stores are issued.

(20). He should receive a list of deficiencies from each No. 1 by 9.00 a.m., on Monday, and should take steps to have them replaced.

#### 34. *The Duties of the Farrier Sergeant.*

(1). He is responsible for properly carrying out his duties; and that the forge and sick horse lines are kept clean and in an orderly condition.

(2). He attends all mounted parades unless otherwise ordered, and falls in for early morning roll call.

(3). K. R. & O., Para. 155 states as follows: "Every day at the commencement of morning stables, before other work is begun, the

farrier sergeant will with the assistance of the shoeing smith of the section, examine each horse in the stables. He will inspect each foot, replace broken nails, refasten loose shoes, and hammer down projecting clenches, and will then report to the senior officer or N.C.O. (on parade) of the battery.

He will immediately report (to the Captain) any unhealthy condition of the horses' feet.

A similar inspection and report will be made at mid-day stables.

Each mounted parade of the battery will be attended by either the farrier sergeant or by one of the shoeing smiths, mounted and with a case of tools."

(4). With large numbers of remounts coming in at intervals, all of which generally require shoeing, and sick horses requiring attention, the greatest part of the farrier sergeant's time will be taken up at the sick horse lines and forge, so that unless a veterinary sergeant is detailed to the battery, the farrier sergeant will not have time to attend more than one stable parade each day. But where a battery has a veterinary sergeant attached, the duties laid down below for the farrier sergeant with regard to the sick horses are generally taken over by the veterinary sergeant. In which case the farrier sergeant carries out his duties as laid down in K. R. & O.

(5). He will make out the Sick Horse Report every morning and hand it over to the battery orderly for transmission to the Brigade Veterinary Officer.

(6). He is in charge of the battery sick horse lines and subject to the Captain's approval must select the most suitable place for this.

(7). He should allow no N.C.O.'s or men to remove horses from the sick lines without first informing him.

(8). He is in charge of the battery shoeing smiths, and if they lose any of their tools or kit, he must report the same to the Captain. He will advise the Brigade Veterinary Officer when his medicines are running short.

(9). He should examine each horse after the shoeing smiths have shod him.

(10). He will advise the Battery Quartermaster Sergeant in sufficient time as to his requirements in horse shoes, smithing coal and other supplies.

(11). On the line of march he is in charge of the sick horses and must make sure beforehand that he has sufficient help to look after them. He will also see that one of the shoeing smiths has been detailed to have his tools readily accessible and that his own veterinary wallet is on his saddle.

(12). On going into bivouac the farrier sergeant will locate a suitable place to water the horses, if the same has not already been detailed.

### 35. *The Duties of a Number One.*

(1). The Numbers 1 should be able to take over the running of the section in case of the section commander's absence.

(2). In C.F.A. Brigades, the Numbers 1 are apt to be on intimate terms with many of their men, but with all that, they must never allow the slightest familiarity on parade; or when they give an order at any time they must not allow any comment on the same to be made, and must demand immediate compliance with the same.

(3). A Number 1 must make himself familiar with the abilities of all N.C.O.'s and men of his subsection and should take a keen interest in their welfare, seeing that they are properly clothed and fed, and that their quarters are as comfortable as possible. He should also be acquainted with the disposition and training of his horses.

(4). A Number 1 must take the greatest interest in the conditions of his horses and must impress upon the drivers and mounted gunners of his subsection the necessity of reporting at once anything they notice wrong with their horses.

(5). Numbers 1 are responsible for the work of the limber gunner of their subsection. The ordnance carriage, sights and limbers, wagons and gun stores must be kept in good condition and should anything become lost or damaged it must be reported at once.

(6). Numbers 1 are responsible to their section commanders that their men's clothing, necessities, bedding and all equipment in their charge is complete and in good condition. Suppose that a man loses his bandolier. His number 1 must report the matter as soon as possible to the section commander, who will have the quartermaster sergeant issue him with another one, the same being charged to him in his paybook. Of course the Number 1 will not be expected to keep a check of small kit, etc., but losses in this will be found at kit inspection.

Anything in the nature of camp or barrack equipment for the use of the subsection should be issued to the numbers 1, and if a sergeant

is relieving another as subsection commander, he should satisfy himself that the equipment on subsection charge is all correct. As in taking over the duties he accepts the responsibilities as to all equipment.

(7). He is responsible to the section commander for the cleanliness of the hutment or tent lines of his subsection and the ground around them, that the latrines and wash room allocated to his subsection are kept clean, and are ready for his inspection every morning at the hour ordered.

Before the "Turnout" of any stable parade, the Number 1 will see that the horse lines of his subsection are swept up and everything is put away in an orderly manner.

(8). The Numbers 1 will find out from the Battery Sergeant Major as to how the kits and bedding are to be put up under existing circumstances and are responsible that the scheme is followed out in a uniform manner.

(9). The Numbers 1 are responsible that their men change their underclothing sufficiently often, keep their hair cut short, and are clean in their persons.

(10). They will hand in to their section commanders before noon each Monday a written report (called Numbers 1's weekly report) on the following lines:

Date-----

Sir:

I certify that during the past week I have inspected and found all correct the following:—

1. The men's kits.
2. The men's necessaries and equipment.
3. The men's bedding.
4. The harness and whips.
5. The head ropes, head collars, heel ropes and pegs, horse blankets, nose bags and grooming kits, and feed tins, with the exception of the following deficiencies.

Number	Rank	Name	Article	How Lost
--------	------	------	---------	----------

I also certify that during the past week --- N.C.O.'s and men of my subsection have had a bath, that all have changed their underclothing and that their hair is cut short, and that they appear clean and smart in person.

-----  
Number 1 ----- Subsection.

This report is transmitted by the section commander to the battery commander.

(11). If one of his subsection turns out for parade late, unshaven, dirty or improperly dressed, the number 1 will report the matter to the section commander at once.

(12). If any N.C.O.'s, gunners, or drivers of his subsection are negligent in their duties, he will report them to the section commander. The section commanders are in most cases in a position to deal with the offenders, whereas a sergeant is not.

(13). The Numbers 1 will parade before their section commander any N.C.O.'s or men of their subsections who wish to speak to the section commander. They will first obtain the section commander's permission.

(14). Each Number 1 must provide himself with a suitable roll book which contains a nominal roll of his subsection, with full particulars of each man and horse. (Cavalry Troop Roll Book, published by Gale & Polden, price 1/6 is most suitable for this purpose). He is responsible that this is kept up to date.

(15). The Numbers 1 will keep in their subsection roll books the numbers of their guns, limbers, waggons, dial sights, telescopic sights, and all other technical stores.

(16). At all stable parades the Numbers 1 must personally inspect each horse so as to be sure that he is thoroughly groomed and is in good condition. They will watch the watering of the horses, and are responsible that their subsections carry out the stable economy as ordered.

(17). At each stable parade the Number 1 must see that the drivers and mounted gunners carefully examine their horses' shoes, backs, shoulders and girths and report any sign of lameness, galls, sores or loose shoes. At the early morning stables the farrier sergeant should examine all horses' feet and select the ones that require shoeing.

(18). Numbers 1 must keep a shoeing list for their subsections which will always be available for inspection. This will specify the last date on which each horse was shod. Horses should be reshod or shoes removed every month. He should report at noon stable to the section commander all horses shod since the day before.

(19). They must at once take an inventory of all clothing and equipment of all men going into hospital, absent without leave, confined to guard room or detention barracks, and have the list in duplicate and kit sent to the quartermaster's stores. The list will be checked

by the quartermaster sergeant and signed; who will keep charge of one copy of it till the man's return. When an N.C.O. or man of his subsection goes on pass, the Number 1 will see that he makes out his own list of kit in duplicate and takes it with the kit to the Q.M. Stores. The list will be checked and signed by the Q.M.S. and one copy handed to the man.

(20). They are responsible that all men's kit or equipment which requires re-marking shall be taken to the Q. M. Stores and re-marked at once.

(21). Applications for leave by N.C.O.'s and men in their subsection are to be handed to the Number 1 and approved by him before giving them to the battery orderly. They are responsible that they approve of no more passes than are allowed to their subsection at one time, and that no man gets a pass if he is not entitled to it.

(22). On marches they are responsible that their subsection carries out proper march discipline. They should remain at their place, but they should constantly observe that their drivers are not rolling about in their saddles, but are sitting evenly with both feet in the stirrups.

(23). When halted on a march, the Numbers 1 must see that their drivers examine their horses' feet, shoulders, girths, saddles and harness and report to them all correct or otherwise, and they themselves will report to the section commander.

(24). Even in training a Number 1 should make sure that the buffer is filled and look over his gun and waggons every morning before it leaves the gun park.

(25). The Numbers 1 act as the markers for their subsections on "Squad Parade." He will fall in five minutes before the hour ordered for Squad Parade and will be dressed by the Battery Sergeant Major. His subsection will fall in at once on his right in two ranks, two paces between ranks. (The subsections should be six paces distance from one another, measured from Number 1 to Number 1). The gunners in the front rank, the drivers in the rear rank.

The Numbers 1 will call the roll at once and when the Sergeant Major calls for the report, they will report their subsections to the battery orderly. The rolls should be called and reports collected before the hour ordered for Squad Parade.

(26). The Numbers 1 do duty as brigade orderly sergeants as laid down in brigade orders. They may also be called upon to act as battery orderly sergeant if such duty is called for by the battery commander. But when filling this position they are allowed off none of their duties as Numbers 1.

(27). Numbers 1 must realize that their efficiency as subsection commanders will not be judged by the amount of work they do themselves, and not so much by their technical knowledge, as by their ability to run their subsection properly.

36. *N.C.O.'s in General.*

(1). N.C.O.'s and men should realize that seniority gives no right to promotion or appointment. The most suitable man for a position should be selected, regardless of his seniority. N.C.O.'s and men who have been in the service before, may feel that injustice has been done them if a junior is put over them, but they should understand that the other man was regarded as more suitable.

(2). "Brigade Commanders are authorized, in case of necessity, to sanction the temporary appointment, in excess of establishment, of a small number of unpaid lance sergeants, acting corporals, and acting bombardiers." (K. R. & O. Para. 29A; see also Para. 294A.)

Thus Battery Commanders must not create acting ranks, without the sanction of the commanding officer.

(3). N.C.O.'s of all ranks must insist that whenever they give an order, the same is carried out promptly, without any comment whatever, and on parade they must not allow the slightest familiarity from the men. The senior N.C.O.'s should not associate with the men any more than necessary. They will find that they will get better discipline and be held in greater respect, if they allow no familiarity at any time.

(4). In case of any breach of discipline or orders which may come to their notice, N.C.O.'s must take steps to deal with it at once, or report it immediately to a senior N.C.O. If any N.C.O. is aware of any breach of discipline or orders, and does not take the necessary action, he lays himself open to be punished for neglect of duty. They may be called upon by any officer, whether of their own unit or not, to place a soldier under arrest, and must comply at once.

(5). If an N.C.O. receives an order, and through some unforeseen circumstance is not able to carry it out completely or at the time ordered, he will report promptly to the issuer of the order, or to the battery sergeant major, who will take the necessary steps.

(6). An N.C.O. confining a man to the guard room is to make out a charge on Army Form B. 252) filling in particulars of the offence and the names of the witnesses. As he will appear himself as a witness, he signs the charge sheet in the witness column. As soon as he confines the offender he should report the matter to the battery sergeant major.

(7). An N.C.O. of any rank may be placed in close arrest and confined to the guard room, if circumstances require it. (K. R. & O., Para. 465). An N.C.O. under open arrest is forbidden to enter the wet canteen. (K. R. & O., Para. 271).

(8). Whenever an N.C.O. is confined for drunkenness, the officer or N.C.O. confining him will immediately send for the two senior N.C.O.'s of the battery, who happen to be in the lines, and (if at headquarters) the regimental sergeant major also, should he be in the lines; and these are to appear as witnesses. In case of a driver or gunner so confined, the officer or N.C.O. who confines him, should obtain the opinion of the N.C.O. of the guard, and, if there is any doubt as to the man's condition that of the orderly sergeant, or some senior N.C.O. who also would appear as evidence. (Extract from Standing Orders for a Brigade of Mounted Artillery.)

(9). Every N.C.O. is to report immediately to the Number 1 of his subsection, the case of any man who is suffering from any venereal disease which may come to his attention, and which has not already been reported. Para. 462 of K. R. & O. regarding concealed venereal diseases should be read to the battery parade at least once every three months, but men will sometimes attempt to conceal the disease at great risk to the rest of the men with whom they associate.

Spirits or liquor of any sort must not be brought into the hutments or tents, and any N.C.O. knowing of an infringement of this rule must immediately arrest the offenders. This is quite a common offence with a certain class of men, and accounts for a large proportion of next morning's sick parade. An officer must not reprove an N.C.O. in the presence of private soldiers unless it is necessary for benefit of example that the reproof be made public. (K. R. & O., Para. 437). In training for active service this is not strictly adhered to.

(10). An N.C.O. or soldier present with the battery is not to address an officer in writing. (Extract from "Standing Orders for a Brigade of Mounted Artillery.")

(11). Numbers 1 of subsections take their turn doing duty as Brigade Orderly Sergeant. The sergeants for this duty are detailed by the Regimental Sergeant Major, in order of seniority, from each battery in turn.

(12). Corporals are generally detailed to act as N.C.O. in command of the Brigade Guard. (This includes acting corporals, but not artificers or men in the office).

(13). Bombardiers are usually detailed to act as N.C.O. in charge of the battery stable picquet. (This also includes acting bombardiers,

but not employed). This distribution means that when a battery is up to strength corporals are on duty one night in 20, whereas bombardiers are on duty one night in 9.

(14). Extra duties, such as N.C.O. in charge of fatigue parties, picquets, etc., are detailed from corporals and bombardiers in turn.

(15). N.C.O.'s should have no money transaction with the men, and in particular a Number 1 must not attempt to borrow money from any of his juniors. (N.C.O.'s and men should realize that they are not allowed to borrow money from officers).

57. *Limber Gunners.*

(1). While in peace training, one limber gunner per subsection is all that is generally allowed, but when training for active service some batteries have found that it is desirable to detail two limber gunners per subsection.

(2). In each section the four limber gunners are usually detailed a tent or other suitable place for themselves. In addition to living in the tents, they keep their stores in them.

(3). Limber gunners are not detailed for guards, picquets or fatigues, unless absolutely necessary. They do not attend stables, but fall in for all parades.

They attend all mounted parades; (are usually Nos. 2 and 3).

(4). They are responsible for filling the buffer, but the section commander and Nos. 1 must inspect this every morning.

(5). They should make themselves thoroughly familiar with all stores, the mechanism of the gun, and the method of packing the vehicles.

(6). They should try out all gears to their full extent every day to see that they are in good working order.

(7). The limber gunners must keep dubbed the straps on the ammunition baskets, pockets for fuse keys, and straps for water brushes, etc., in the vehicles. They must put away all small stores in the trays on the waggons.

(8). Limber gunners are responsible that all grease boxes and oil cans on the carriage, limbers, and waggons are filled.

(9). The wheelers of their section are responsible that all the wheel pipe boxes are kept properly filled with grease. They will be assisted in this duty by the limber gunners.

(10). The limber gunner should make himself acquainted with the table on Page 41 of the Handbook of the 18 Pounder, and see that all those oil holes are kept properly lubricated.

(11). They pack all technical stores on the gun and superintend the packing, as much as possible, of the rest of the equipment.

(13). They then wash off the gun and limber, and clean and oil limber gunners wipe off their sights, sight clinos, and other technical stores, and put them away.

(13). They then wash off the gun and limber, and clean and oil the breech mechanism and bore.

(14). Spare gunners are usually detailed to wash off the waggons and waggon limbers.

(15). They see that before leaving the gun park after mounted parades, that all cleaning rags, etc., are put away, and that the poles are raised on the pole bar supporting.

(16). They must report any damaged equipment and all losses at once to their Numbers 1.

(17). Any loss through negligence will be charged up to the limber gunner.

(18). The limber gunners should work in harmony with each other, and also the wheelers and fitters of their battery.

### 38. *Battery Duties.*

The following duties are carried out by the Officers and N.C.O.'s of each battery, as stated:—

(1). *Battery Orderly Officer*:—by all Lieutenants of the battery, turn about. The Battery Commander may also detail the Captain to carry out this duty.

(2). *The Battery Orderly Sergeant*:—A number of batteries do not detail a battery orderly sergeant, but have his duties carried out by the battery orderly.

(3). *Battery Orderly*:—Usually by all bombardiers of the battery in turn, except those who are employed. Some batteries also detail corporals (other than employed) for battery orderly.

(4). *N.C.O. in Command of Brigade or Battery Guard* (if any). Usually detailed from the corporals of the battery (other than employed).

(5). *N.C.O. in Command of the Battery Stable Picquet.* Detailed from the bombardiers of a battery (other than employed).

39. *The Battery Orderly Officer.*

(1). To satisfy himself that proper quantity of food and forage has been issued to the battery each day, is a most important duty of the battery orderly officer. The Q.M.S. should check up the rations and forage as they are received, but if there is any shortage, or inferior quality, an officer should verify it. Accordingly the Battery Orderly Officer should inspect the rations and forage as soon as possible after they are issued.

(2). Within an hour after Reveille he inspects all tent lines or hutments of the Battery and sees that the bedding is properly folded, the men's kit neatly put away, and that everything is in uniform order. He sees that the standing orders regarding walls of tents or windows of hutments are carried out. If he finds anything irregular in this connection he reports promptly to the Battery Commander.

(3). He should inspect the entire battery lines each day at such an hour in the mornings as will give sufficient time to permit the grounds, rooms, hutments, or tent lines, latrines, wash houses, and cook houses, to be clean and in good order. (The hour at which everything should be ready for inspection depends upon such conditions as weather, strength of the battery, etc.) The battery orderly officer reports to the battery commander if he finds anything unsatisfactory. He is not expected to be responsible for the cleaning of the lines, etc. (except of his own section) as that is the duty of the other section commanders and the Q.M.S., under the captain (for those portions of the lines that are not allocated to one or other of the sections).

(4). He will visit the men's messes once each day and will investigate any complaints. The senior N.C.O. present is responsible for the maintenance of discipline at mess, and the battery orderly officer must satisfy himself that this N.C.O. carries out this duty.

(5). He will attend all battery parades and report in his written report any irregularity. (The battery orderly officer's reports will then be useful as reference to the work of any officers or N.C.O.'s).

(6). He attends the Battery Commander's office hour. (See note on this subject).

(7). He mounts the battery guard, (if one is called for in orders) and inspects it once by day and once by night.

(8). He mounts the battery stable picquet and sees that the N.C.O.'s and men of the picquet are posted in their duties.

He inspects the stable picquet once by night, (to prevent the men on picquet duty sleeping at their posts) the battery commander should occasionally order the battery orderly officer to inspect the stable picquet twice in the same night, the last time between midnight and Reveille.

(9). He will make a "Check Round" at such time as may be ordered by the Battery Commander. That is to say, as soon as the battery orderly (or battery orderly sergeant) has made out the absentee reports, the battery orderly officer will go around to each tent or hutment, where the men of his battery may be quartered and have the battery orderly (or battery orderly sergeant) call the roll. (If the N.C.O. in charge of the tent or hutment has not reported the absentees properly, he should be dealt with severely.

(10). He will be accompanied on all his rounds of inspection by the battery orderly, except when making a surprise visit to the Stable Picquet, etc.

(11). Except when on duty he will not leave the lines during his tour of duty.

(12). He will make a written report to his Battery Commander before 9.00 a.m. the morning after his tour of duty.

#### 40. *Battery Orderly Sergeant.*

(1). The Battery Sergeant Major details each sergeant (except employed), in turn for this duty.

(2). They are mounted on Monday at 12 noon, and their tour of duty lasts for one week.

(3). He will carry on all his ordinary duties in addition to those enumerated below.

(4). He will call the roll at Tattoo (Last Post), being accompanied by the battery orderly, but he must not be allowed to turn this duty over to the battery orderly.

(5). He sees that the Battery Orderly fills out the Absentee Report (A.F.B. 290) correctly in duplicate and signs the same. On the Absentee Report is noted the names of any men who are absent at Last Post not being in possession of a pass, in hospital or in detention.

(6). He will keep the Battery Orderly Sergeant's book properly entered up. This book contains a roll of all N.C.O.'s and men of the

Battery under the headings of the barrack rooms, hutments, or tents in which they are quartered. It shall also contain a statement of the stalls and stables accommodation allocated to each subsection.

(7). If punishment drills are not carried out under an N.C.O. detailed for the whole Brigade, the Battery Orderly Sergeant may be ordered to take charge of the punishment drills for the Battery.

(8). On Saturday and Sunday afternoons he will take over the duties of the Battery Sergeant Major should the latter be out of the lines.

(9). If he wishes to leave the lines during his tour of duty he must first submit an application to do so to his Battery Commander through the Sergeant Major. If the Sergeant Major initials the same he must himself remain in the lines while the Battery Orderly Sergeant is away. In permanent units it is probably not customary to allow the Battery Orderly Sergeant to leave the lines, but with non-permanent units some difficulty may be experienced in getting N.C.O.'s to take the rank of Sergeant if with Battery Orderly Sergeant and Brigade Orderly Sergeant they are kept in the lines a great portion of the time.

In Batteries where no orderly sergeant is detailed, the duties enumerated above are performed by the Battery Orderly, with the exception of 7 and 8, which are handed over to one of the duty sergeants in turn.

#### 41. *The Battery Orderly.*

(1). The Battery Orderly's tour of duty usually lasts for one week, but in some Brigades he is mounted for three days only.

(2). He takes over his duties from the battery orderly whom he relieves at 12 noon on Monday (when mounted for a week) in the presence of the Battery Sergeant Major, who will satisfy himself that the Battery Orderly's Book and Casualty Book are properly entered up.

(3). He warns all N.C.O.'s and men for special duties, guards, picquets, and fatigues, and as well as warning the N.C.O.'s and men he advises the Number 1 of their subsections.

(4). He attends all parades, collects the reports from the Numbers 1, and reports the absentees, etc., to the Battery Sergeant Major.

(5). He makes out the parade state for the day immediately after morning sick parade is disposed of, noting on the back of the original copy the names of the men,

1. Sick in Hospital.
2. Light duty or no duty in camp.
3. On pass.
4. Absent without Leave.
5. Guardroom or detention.
6. Battery and Regimental employed.
7. On Command.
8. N.C.O. and men on Guard.

(6). He makes out a list in duplicate immediately after battery office hour of—

1. The men on light duty or no duty or who missed any duty that day through sickness.
2. The defaulters.

and hands it to the N.C.O. of the guard, also to the N.C.O. on Canteen duty. (Men who are excused any duty by the M. O. must not leave the lines or go into the Canteen. Defaulters are only allowed in the canteen for one hour per day, as laid down in Brigade Orders. In order to prevent men who have been excused duty by the M.O. leaving the lines, they should be made to answer the defaulters' call at 8.00 p.m. every evening, otherwise they should be placed under the charge of the N.C.O. on barrack orderly duty (if any). However the practice of detailing an N.C.O. for this duty when training for active service is not very general, the tendency being to take as few N.C.O.'s for special duty as possible.

(7). He parades the sick and offenders awaiting disposal (not those in the guard room) for Medical Inspection, before which he fills out the Sick Report. (A.F.B. 256) in duplicate.

(8). He warns witnesses, escort and offenders under open arrest for office and takes over from the N.C.O. of the guard, those offenders for office who have been confined. He marches offenders, witnesses and escort to the orderly room at the appointed hour.

(9). He will attend the Commanding Officer's Office, marching up from the guard room, all prisoners from his battery awaiting the Commanding Officer's disposal.

(10). He will note in his book any awards of confinement to bar-

racks which the Commanding Officer may make, and sees that the same are entered in the Defaulter's Book in the guard room.

(11). After the Commanding Officer's Office, he marches all prisoners of his battery sentenced to detention back to the guard room. He gets from the Brigade Sergeant Major the committal form and places the same in the guard room in charge of the N.C.O. of the guard.

(12). He will receive each day at an hour stated in orders all passes for approval from the Numbers 1 and will deliver them to the Battery Sergeant Major.

(13). He will report all men admitted or discharged from hospital to the Battery Sergeant Major and the Battery Quartermaster Sergeant.

(14). He will post the Battery Orders in the appointed place.

(15). He will enter up in the Casualty Book each morning for the day previous, noting thereon:—

1. Prisoners awarded detention that day.
2. Prisoners released from detention that day.
3. Admitted to Hospital that Day.
4. Discharged from Hospital that day.
5. Absent without Leave and first date absent.
6. N.C.O.'s and men on Pass.
7. N.C.O.'s and men on "Light Duty" that day.
8. N.C.O.'s and men on "No Duty" that day.

(16). Each day he will warn the necessary defaulters to take the meals over to the battery prisoners in the guard room or detention. If no defaulters are available, he will warn a fatigue for that purpose.

(17). Before Tattoo daily he will hand a list of men who should return that night from pass to the N.C.O. of the Guard, and ascertain from him at Reveille the next morning whether any are absent and report accordingly to the Battery Sergeant Major. The fact that any soldier on pass did not return should be marked on the list mentioned, by the N.C.O. of the Guard, and returned to the Battery Orderly.

(18). He will assist the Battery Orderly Sergeant in calling the Tattoo Roll Call. If no battery orderly sergeant is detailed he will call the roll himself, make out the Absentee Reports in duplicate, and

hand over one copy to the N.C.O. of the Guard. The other copy he gives to the Orderly Officer.

(19). He will not leave the camp lines during his tour of duty.

(20). Before turning over his duties to the battery orderly who is relieving him he will make out a new battery orderly's book which will contain the following:—

1. A list of the N.C.O.'s and men who have been warned for duty that day and the next day.
2. All entries for the Casualty Book which would not be entered up till the next morning.

42. *Early Morning Stable Parade.*

(1). "Warning" or "Quarter" will sound fifteen minutes before the hour for the parade. The "Five Minutes" or "Markers" will sound five minutes before, at this the parade will fall in on their Numbers 1, who will act as Markers for their subsections.

(2). The Numbers 1 will call their subsections to attention, and call the roll. All N.C.O.'s and men are to be on this parade, except the authorized cooks and kitchen help, the sick, those men on guard and picquet. When the rolls are called the men are then stood at ease again; after "Stables" has sounded the battery orderly collects the reports and reports to the Battery Sergeant Major.

(3). The parade is called to attention by the B.S.M., and reported to the officer who is taking the parade.

(4). The Battery Sergeant Major then details the parade when ordered. A useful method of detailing a parade for duty is as follows:—The B.S.M. calls out the names of the N.C.O. who is to take charge of each detail. As their names are called these N.C.O.'s double over to their posts as markers, being dressed by the B.S.M., who then reads out the detail, about as follows:—A Subsection Gunners for Gun Drill on Sergt A., B Subsection on Sergt B., etc., A Subsection Drivers on Corp C., B Subsection on Corp D., etc., Signallers on Sergt. E., Employed on Q.M.S. F. The order is then given "To your posts, Double." The entire parade breaks off and forms up on their respective markers in two ranks. The details are then inspected by the officer in charge of the parade, and marched off to their duties.

(5). The usual procedure is to send Numbers 1 to Stables and Corporals to the Gun Park for one week, and the next week to change around. This gives both N.C.O.'s a chance to learn thoroughly the stable routine as well as that with the guns.

(6). The greatest care must be taken in detailing the work in stables. Except in regular army barracks, horses are usually scattered around, and supervision during stables is most difficult, with the result that most of the work is done by the willing workers, and the slacker does little.

(7). When the N.C.O. in charge of a subsection marches the men of his subsection for stables, to the stables or horse lines, before the subsection breaks off, the work should be detailed out. For example, with a subsection pretty well up to strength:—"Drivers break off and go to their teams, gunners with two horses, (their own and an N.C.O.'s) break off and go to their horses." The work of grooming the remaining horses, and cleaning up the lines, and distributing the forage, can be divided up among the remaining gunners

(8). For gun drill or the service of the gun, only 5 gunners per subsection are required, so that there should be available for stables four gunners per subsection, when the effective strength of the battery is up to the establishment. However, guards, picquets, sickness, casualties, men on pass, &c., cut down the effective strength to such an extent that any figures regarding personnel are only a guide.

(9). The horses belonging to the B.S.M., Q.M.S., Farrier Sergeant, Corporal Shoeing Smith, and 5 Sergeants, (9 in all), should not be groomed by the drivers, but by gunners from the battery staff, who have only one horse.

(10). Immediately after the "Turnout" from stables, the parade should fall in outside stables or clear of the lines, number off and march back to their lines. The numbering off is important, as, if men have left stables before the turnout, they will then be found out

(11). Too much attention cannot be paid to stables, and the unit with a good system of stable routine will have better kept horses and the work equally distributed among the men.

#### 43. *Mounted Parade.*

(1). When the "Dress" sounds for mounted parade, subsection will fall in on foot in front of their own stables, or on the parade ground, in the same way as for stable parade. Where the battery staff is treated as a separate subsection, it will fall in on their senior N.C.O. Numbers 1 will inspect and report correct or otherwise, to the B.S.M., who will report to the Battery Orderly Officer.

(2). Drivers and Mounted Men will be marched to the stables to saddle and harness up, and get ready to turn out. Before turning out, each Number 1 should report to his section commander, when ready.

When ordered to "Turnout," the teams will be formed up in their proper order by subsections as follows:—gun teams, firing battery waggon teams, first line waggon teams, and battery staff in rear. They will be inspected by their Numbers - (if the Battery Staff is treated as a separate section, it will be inspected by the senior N.C.O.), the respective teams may be hooked together, and the parade will be mounted by the section commanders and marched to the gun park, under the senior or the Captain.

(3). Some Battery Commanders do not insist upon all section commanders and the Captain being on Squad Parade, but they certainly should be in stables before teams are ready to turn out, and take charge of their sections.

(4). The gunners are marched to the gun park after squad parade by the Battery Sergeant Major. They get the vehicles ready, bringing up blankets, kits, and stores in ample time to pack the vehicles properly. They assist the limber gunners in doing this, and when the teams come up they assist in hooking in.

(5). The following is the detail usually followed for this:—Numbers 3, 5 and 9, strap on the pole bar supporting, to the wheel teams of their respective vehicles. Numbers 2, 6, and a spare gunner hold up the pole near the foot board, so that the other number can guide the point of the pole through the loop. (See Section Gun Drill, page 10).

(6). The Numbers 1 will inspect their subsections, tell off, and mount their detachments, and report to their section commanders. The latter will then inspect their sections, see that every man, animal, vehicle and all harness is in all respects in proper order; also that both guns of their sections are in working condition, the buffers filled and the bore clean. They will then dismount both gunners and drivers, and report to the captain.

(7). Where the Reconnaissance Officer is in charge of the Battery Staff, he is responsible for its turnout in the same way as though it were a section. He will inspect them after the "Turnout" of stables, march them mounted to the gun park with the teams, and before reporting to the Captain, see that they are correctly equipped and have their instruments in good order.

(8). The Captain after receiving the reports of the Section Commanders, will mount the battery, see that the interval and dressing is correct, (the B.S.M. looks after dressing the waggons). He will see that the Officers, N.C.O.'s and Men are in their proper places, and on the arrival of the B. C. will call the battery to attention, and hand over the parade.

4. *Passes.*

(1). *Officers*—An Officer must submit an application to his Battery Commander for Leave of Absence in writing. If the same is approved by the Battery Commander, it is so noted and forwarded to the Adjutant who places it before the Officer Commanding.

(2). An Officer must not leave the Brigade Lines during parade hours, except when on duty, unless he has been authorized to do so. The powers of the Commanding Officer with respect to granting passes are generally laid down in Divisional or Area Orders. Generally, the C. O. may allow an officer three full days leave, without reference to higher authority, and he may allow an N.C.O. or gunner six days.

(3). An officer should submit his application for leave in sufficient time so that it may be published in Brigade Orders before the time for the officer to depart. He must state in his application the purpose for which leave is required and his address while on leave.

(4). It is the rule in some Brigades that while training for Active Service either the Captain or the Battery Commander must always be in the Brigade Lines. The B. C. and the Captain generally take turn about in staying in the lines. (The Battery Orderly Officer must also stay in the lines during his tour of duty.)

(5). Except in cases of urgent necessity, officers should not apply for leave of absence for longer than from Friday afternoon after parade till Monday morning before the C.O.'s parade. (8.30 or 9.00 a.m.) This is usually termed "Week End Leave," but not more than two officers per battery may be on leave at the same time.

(6). *Late Passes*—During training for Active Service no permanent M. N. passes should be granted. No Warrant Officers, N.C.O.'s or men should be allowed out of camp except on Saturday and Sunday until after the last afternoon parade without a pass. (The military police usually take all N.C.O.'s and men in charge who are found out of their lines before 4.00 p.m. and after 10.00 p.m. without a pass).

(7). *Warrant Officers and Sergeants*—The Battery Sergeant Major should not leave the lines except when on duty, even though he will not be out after "Last Post," without notifying the battery office and the battery orderly sergeant (if any).

The B.S.M., Q.M.S., and Farrier Sergeant usually apply direct to the Captain for passes. After being approved they are placed before the B. C.

(8). A soldier detailed permanently to assist an N.C.O. in any duties, (as the assistant to the Q.M.S.) should first place his passes

before that N.C.O. for approval before handing it to his Number One. An Officer's groom or servant always has his passes initialed first by the officer before handing it to his Number one.

(9). *Number of Late Passes Allowed.*—When training for active service the number of late passes should be strictly limited to a definite allotment each day. For maximum effort men require as a rule from seven to eight hours sleep per night, and if they are out every night till midnight and up again at 5.30 a.m., the training will suffer.

No more than one sergeant per section should have a late pass each night. The passes for corporals, bombardiers and rank and file, including employed, are restricted to a definite number per subsection for each day.

(10). *Week End Passes.*—It should be clearly understood that a pass is a privilege and not a right. The unavoidable casualties in a battery, such as men in detention, absent or sick are an appreciable portion of the total strength, and if a large number of men on leave each week is to be added to these, those who remain will have to do an undue amount of work at stables, etc.

(11). Not more than two from the B.S.M., Staff Sergeants, and Sergeants, (not including Acting Sergeants, if any) should be allowed on week end leave at one time. Other N.C.O.'s and men are usually limited to three week end passes per subsection.

(12). Leave for a period longer than a week end is only granted in most exceptional circumstances, except when allowed for in Divisional orders.

(13). No soldier who has been a defaulter is allowed a pass of any kind for one month after completing his sentence, and after a term of detention should not have a pass for two months.

(14). N.C.O.'s and men should not be allowed to come to the battery office looking for their passes. All passes, whether approved or otherwise, will be handed back to the man's Number One by the battery orderly at a definite time each day.

(15). Any Number One who forwards a pass for a man who is not entitled to one, or more passes than his subsection is allowed should be dealt with at once. The proper person to stop passes that should not be approved is the Number One. However, a Number One has no right to stop a man's pass as a punishment, that being the right of the Section Commander.

(16). A great deal of discontent will quickly develop if the distribution of passes is not handled fairly and carefully. If a

man works well for a long period, has had no charges against him, and sees other men getting passes more often than he is allowed, he will have a just cause for complaint.

(17). A suitable method of guarding against this is to keep a "Leave Book" in the battery office. All passes which are approved are entered in this. The Midnight Passes in one portion of the book, each day's passes together, but the longer passes should be entered in a separate portion and kept under the heading of their proper subsections.

The "Leave Book" is handed with the Absentee report to the N.C.O. of the guard each night just after Tattoo Roll Call.

Soldiers returning after "Last Post" hand their passes to the N.C.O. of the guard, who returns the passes, absentee report, and the book to the battery orderly next morning. (If a soldier has been absent without leave he should report at once to the N.C.O. of the guard, otherwise his presence may not be acknowledged till the next parade, with possible loss of an additional day's pay). It is desirable that this list of Midnight Passes be kept in a book and preferably the same book as the longer passes.

NOTES ON BATTERY AND REGIMENTAL  
CONDUCT SHEETS.

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(1). Battery Conduct Sheets are made out for every man in the battery, below the rank of Battery Sergeant Major and Battery Quartermaster Sergeant. What entries should be made in these is given in Para. 1924, K. R. & O. These sheets should be kept in a guard book in the battery, under the supervision of the Battery Commander.

(2). The periodic destroyal of these sheets is laid down in K.R. & O., Para. 1925.

(3). The Regimental Conduct Sheets should be kept in the Brigade Orderly Room, under lock, and kept in care of the Adjutant. Those sheets for N.C.O.'s of the rank of Sergeant Major and Quartermaster Sergeant, and Brigade Sergeant Major should be kept with the confidential documents, and not with the remainder of the conduct sheets. Rules for entries to Regimental Conduct Sheets are found in Para. 1919, K. R. & O.

(4). Fines and forfeitures of pay are always noted in the Remarks column of both Battery and Regimental Conduct Sheets.

(5). An award entered in either a Battery or Regimental Conduct Sheet, is checked and initialled in the remarks column, except in entering an award of a court martial, when the whole signature is entered.

(6). The Charge Sheet must be made out for every offender that is confined in the Guard Room. See K. R. & O., 463. It must be signed by the officer or N.C.O. laying the charge, and is usually signed on the left hand bottom corner. No offender should ever be weighed off at either battery or brigade office without the charge being laid on a charge sheet made out in the proper manner.

(7). Before weighing off an offender, the officer making the award should satisfy himself that the number, rank, and name correspond with those on the charge sheet.

(8). The officer making the award enters it on the Charge Sheet in the man's presence, and signs the same, being careful to state his rank. The Charge Sheets are signed at the bottom right corner, by the officer making the award, except in the case of a battery commander,

who remands a man for the Commanding Officer. In this case at the top of the "Punishment Awarded" column is written, "Remanded for C. O." and the signature of the battery commander opposite it.

(9). A Guard Report is made out daily in duplicate by the N.C.O. of the guard, as soon as the guard mounts, and the duplicate is turned over to the N.C.O. of the next guard as soon as the guard dismount. The N.C.O. of a dismounting guard hands into brigade office the original of his own guard report.

(10). If there is any doubt about the accuracy of the copy of the Guard Report, of the guard which he has just relieved, the N.C.O. of the guard will send for the Brigade Sergeant Major at once, and report the matter to him.

(11). A private soldier is not to be placed in close arrest unless on account of drunkenness, violence or insubordination. See K. R. & O., Para. 475. See also K. R. & O., Paras. 477 and 478.

(12). If an offender is placed in the guard room by the military police, or by an officer or N.C.O., other than those of his own battery, the N.C.O. of the guard should send the waiting guard to notify the Battery Sergeant Major of the man's battery.

(13). As soon as possible after the man has been confined the Charge Report will be made out and placed with the N.C.O. of the guard.

(14). If the offender has been confined in the guard room before being brought to the battery office, the battery orderly will take him over from the N.C.O. of the guard, with suitable escort, and at the same time get the charge sheet from the N.C.O. of the guard. He will turn both the prisoner and the charge sheet over to the Battery Sergeant Major.

(15). An offender must always be weighed off first by his battery commander, before he can be brought before the Brigade Commander. If the offender is on the strength of the Brigade Headquarters he is first weighed off by the Adjutant or Orderly Officer.

(1). Before a Battery Commander's office hour, the Battery Sergeant Major produces the offender's conduct sheet, and the charge sheet, and lays them on the Battery Commander's table. (When pay books are used, he will see that the offender has his paybook with him).

(17). The punishment which a Battery Commander may award

a soldier, is laid down in K. R. & O., Para. 501. This must not be exceeded except where a battery is detached from the rest of the Brigade.

(18). It frequently happens that an offender has been arrested on a much more serious charge than circumstances warrant. The Battery Commander must reduce the charge if he finds that this is the case. He must change the charge on the charge sheet and initial the changes.

(19). It is for the reasons given in Para. 18 that the Minor Offence Report (A.F.B. 281) is not filled in until after the battery office is over. As soon as the battery office is over the Battery Orderly Officer of the day, or the Battery Sergeant Major enters the awards on the Minor Offence Report. (See para. 25).

(20). The Charge Sheets and the Minor Offence Reports are then laid before the Battery Commander for checking and initialling. Each entry in the Minor Offence Report is initialed in the "Remarks" opposite the entry by the officer who made the award.

(21). Minor Offence Reports are made out for a week, and are kept in the Brigade office. They are removed from the Brigade office each morning, for the Battery Commander's office hour and are then returned to the Brigade office.

(22). After office hour on Saturday the Minor Offence Reports are signed at the bottom by the Battery Commander and are sent back to the brigade office, where they are attached to the Guard Report of the guard dismounting on Saturday.

(23). In the case where there are no offenders for the Battery Commander's office, the Minor Offence Report should be marked "Nil," or if an offender has been remanded for the Commanding Officer the same should be stated on the Minor Offence Report.

(24). Where an offender has been disposed of by his Battery Commander, the Battery Orderly Officer of the day, or the offender's section commander, enters the award from the charge sheet on to the man's battery conduct sheet, and initials the same.

(25). A convenient system of holding battery office is for the battery orderly officer or one of the section commanders to sit at the end of the Battery Commander's desk and to enter up the charge sheets

in the Minor Offence Report and Conduct Sheets, as soon as the charge sheets are completed. The Minor Offence Report will then be ready for the Battery Commander's signature as soon as "office" is over.

(26). Where an offender has been confined to the guard room, the N.C.O. of the guard enters the offence, as shown on the charge sheet, into the guard report. The actual charge is only copied into the guard report in black pencil. The reason for this, is the fact that some junior N.C.O. will sometimes arrest a man and place him in the guard room charged with a serious offence, whereas he has only been guilty of a minor offence. If the entry has been made in lead pencil, the guard report can easily be changed while the offender is being weighed off, and then written over in ink by the Commanding Officer.

(27). If a charge for which an N.C.O. or man has been under close arrest is disposed of by his Battery Commander, the charge sheet will be sent to the brigade office with the following notification written across the face of it:—"Disposed of by A.F.B. 281." (See K. R. & O. Para. 485).

(8). If a charge for which an N.C.O. or man, who has not been under close arrest, is remanded for the Commanding Officer, the charge sheet will be sent to the Brigade office some time before the Commanding Officer's office hour, so that the Brigade Sergeant Major will copy the charge into the guard report. (See K. R. & O., para. 485).

(29). Entries for offences of N.C.O.'s and men in the guard report, who have not been confined, will be made at the bottom of the guard report under the heading, "Not Confined, O.C.'s Office."

(30). A Battery Commander remanding an offender for the Brigade Office will present himself and will have available the offender's Battery Conduct Sheet and charge. Just before the Brigade office hour he will secure the offender's Regimental Conduct Sheet from the Adjutant, and will also have it available for the Commanding Officer.

(31). The Brigade Commander enters the award into the Charge Sheet and signs the same in the presence of the accused.

(32). He also enters it in the Guard Report and initials the entry. (If pay books are used, in the man's paybook).

(33). Some Brigade Commanders use the Brigade Orderly Officer to enter up, and complete the guard report and regimental conduct sheets in the same manner as in para. 25.

(34). The charge sheet is then handed to the Battery Commander for entry in the battery conduct sheets. (See Para. 37). The Brigade Sergeant Major then lays the Guard Report and Regimental Conduct Sheets before the Adjutant for checking and initials. As soon as this is completed the guard report is returned to the guard room. The guard report will be sent back to the brigade office by the N.C.O. of the guard as soon as it dismounts.

(35). It may be necessary to make entries to the regimental conduct sheets from the minor offence reports. These should be made by the Brigade Orderly Officer and checked and initialled by the Adjutant. (For entries to Regimental Conduct Sheets see K. R. & O. Para. 1919).

(36). The Brigade Sergeant Major is responsible that the guard report of the guard, which is then on guard, is laid on the O. C.'s table just before his office hour.

(37). The Charge Sheet after being completed by the Brigade Commander is entered in the Battery Conduct Sheets and checked in the same manner by the Battery Orderly Officer or section commander as though the Battery Commander made the award himself. But the name of the Commanding Officer must be given as having made the award.